### 3301 - ASSISTANT DIRECTOR - COMMUNITY AND ECONOMIC DEVELOPMENT

### NATURE OF WORK

This is responsible management and complex professional work involving day-to-day implementation of the activities of the Community and Economic Development Department, including the Community Development, Economic Development and Housing Divisions, the Log Cabin Training Center, Transportation Coordination, Legislative Priorities and Asset Management. Emphasis of work is on directing technical staff in the coordination of community and economic development activities.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Assists the Department Director in the implementation of policy directives of the City Manager and/or City Commission.

Coordinates the day-to-day activities of the Department, including the Community Development, Economic Development and Housing Divisions, the Log Cabin Training Center, Transportation Coordination, Legislative Priorities and Asset Management.

Assists in the implementation of all departmental activities to attain the City's established goals to improve neighborhoods.

Develops and implements the specifics of the strategies formulated for business attraction, development and retention in the City.

Develops and implements the specifics of the strategies formulated for economic revitalization in various areas of the City.

Assists in the implementation of the strategies formulated for Transportation Coordination and Asset Management.

Interacts with City's lobbyists to implement the City's Legislative Priorities at the local, state and federal levels. Assists in the preparation of the Department's annual budgets.

Assigns special activities to subordinates.

Implements federal and state grant programs, including the preparation of federal and state documents, including: the City's Consolidated Plan for Federal Funds, the One-Year Action Plan, the SHIP Plan and the Citizen Participation Plan.

Serves as Liaison to designated City Boards and/or Committees.

Researches and prepares ordinances, esolutions and memos related to Community and Economic Development for the City Commission.

Performs related work as required.

## KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of City government organization and operations.

Knowledge of the principles and practices of public and business administration, management practices and techniques at the local level.

Knowledge of supervisory principles and practices, and ability to exercise initiative in implementing

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departmental goals.

Ability to implement organizational and departmental goals and strategies to serve the community and its economic base.

Ability to interact with the City's lobbyists to implement the City's Legislative Priorities.

Knowledge of the policies and procedures of departmental budget preparation, monitoring, analysis and reporting.

Knowledge of the laws, rules, regulations, procedures and policies governing the administration of federal CDBG, ESG and HOME Programs, and state SHIP Program.

Knowledge of demographics and statistical analysis.

Ability to establish and maintain effective working relationships with officials of community organizations and the business community.

Ability to negotiate agreements.

### MINIMIM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's or Master's Degree with major course work in public or business administration, economics, economic development, planning, urban studies, development or other areas of desired specialization, and experience supervising and managing subordinates. Experience can substitute for education on a year-for-year basis.

# PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and/or pulling.

### SUPERVISION RECEIVED

Work is performed under general supervision with extensive latitude for the exercise of independent judgement. General and specific assignments are supervised by the Director of the Department.

### SUPERVISION EXERCISED

Supervises the staff of the Community and Economic Development Department.

### SPECIAL REQUIREMENTS

None.

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